

**PRIVATE LAW FIRM
PRO BONO POLICY**

I. VISION STATEMENT:

(Firm Name) recognizes that every lawyer has a responsibility to provide legal services to persons of limited means, and that the commitment to solving legal problems of the disadvantaged can be one of the most rewarding experiences in the life of a lawyer. We support voluntary pro bono service. Pro bono projects should be staffed voluntarily, based on personal interest and commitment, and no lawyer or staff member shall be required to work on a particular pro bono project. We encourage all of our lawyers to personally implement the goals of IRPC 6.1 for each lawyer to render at least fifty (50) hours of pro bono public legal services per year.

II. PRO BONO SERVICES DEFINED:

The goal of our pro bono policy is to provide legal services to persons of limited means who are unable to pay and the non-profit organizations that assist them in accordance with IRPC 6.1. We recognize there are a variety of ways in which our attorneys and paralegals can provide pro bono legal services in our legal community. The following are the types of pro bono legal services that satisfy our goals:

- A. Representation of persons of limited means in civil or criminal matters.
- B. Representation or counseling to charitable, religious, civic, community, governmental and educational organizations in matters that are designed primarily to address the needs of persons of limited means.
- C. Civil rights and public rights law. Representation or advocacy on behalf of individuals or organizations seeking to vindicate rights with broad societal implications where it is inappropriate to charge legal fees.
- D. Community economic development. Representation or counseling to businesses owned by persons of limited means for the purpose of community economic development.
- E. Administration of justice in the court system. Judicial assignments, whether as pro bono counsel, or a neutral arbitrator, or other such assignment, which attorneys receive from courts.
- F. Law related education and bar activities. Legal education and bar activities, designed to assist individuals of limited means, at risk, or vulnerable to particular legal concerns or designed to prevent social or civil injustice.

G. Mentoring of law students and young lawyers on pro bono matters. Providing a mentoring relationship to law students or young lawyers in their efforts to provide legal services or education to individuals or organizations who cannot afford to pay for those services.

H. Pro bono work does not include volunteer activities, uncollectible fee generating or contingency fee matters, legal services to friends or family who are able to pay and other activities not covered by IRPC 6.1.

I. Lawyers with questions as to whether a particular activity falls within the firm's definition of pro bono service are encouraged to seek clarification from firm management prior to undertaking the service.

III. ADMINISTRATION OF PRO BONO SERVICE:

A. Level of Services.

Pro bono service shall meet the same standards of professionalism and service and follow the same procedures as any other work undertaken by the firm. Our pro bono clients should stand on equal footing with other clients.

B. Opening the File.

All pro bono work will be logged into the firm's administrative and billing system and tracked following the same procedures used on any other client file.

C. Identifying Conflicts.

Before beginning work on a pro bono matter, the lawyer will follow the same process for identifying potential client conflicts.

D. For Larger Firms – Pro Bono Coordinator.

Before beginning work on a pro bono matter, the lawyer shall seek approval to take on the client from the _____ (insert here – pro bono coordinator/office manager).

E. Use of Firm Resources.

The firm's facilities and resources are available to a lawyer working on a pro bono case. If it is anticipated that the matter will result in more than a diminimus expenditure of costs, the pro bono coordinator/office manager shall approve the anticipated expenditure of out-of-pocket costs and staff time. To the extent available, out-of-pocket costs and expenditures should be reimbursed by the pro bono client or organization.

F. When appropriate, lawyers are encouraged to coordinate their pro bono service and representation with the Idaho Volunteer Lawyers Program which can provide assistance in the administration of pro bono matters.

G. Evaluation of Pro Bono Activities.

The firm will review the status of pro bono files on a regular basis and will, internally, acknowledge the pro bono contributions of individual lawyers as appropriate.

H. THE FOLLOWING ALTERNATE PARAGRAPHS MAY BE CONSIDERED
HERE:

Concerning lawyer compensation, pro bono activities will be considered in keeping with the firm's vision to encourage and support pro bono services without adverse effect on the compensation or advancement of pro bono volunteers and the goals of IRPC 6.1 to render at least fifty (50) hours of pro bono legal services per year. A maximum of _____ hours per year of pro bono will be treated as billable time for internal compensation and performance reward reasons. In the event a lawyer anticipates that pro bono service or representation may exceed fifty (50) hours per year, the lawyer shall promptly advise firm management.

OR

Consistent with the firm's vision to encourage and support pro bono services and with the goals of IRPC 6.1, _____ (firm's name) _____ will consider pro bono service as a positive factor in decisions concerning compensation and advancement of attorneys.

OR

Concerning lawyer compensation, pro bono activities will be considered without applying a specific formula but in keeping with the firm's vision to encourage and support pro bono services without adverse effect on the compensation or advancement of pro bono volunteers and the goals of IRPC 6.1 to render at least fifty (50) hours of pro bono legal services per year.